

HUMAN RESOURCES POLICY
Fauquier County, Virginia

Policy Title: Holidays
Section No.: 2-H

Effective Date: 1/12/2006
Supersedes Policy: 03/17/03

I. PURPOSE

It is the objective of the Board of Supervisors that employees be permitted to observe specific workdays as holidays, and that certain employees receive holiday pay for these days.

II. SCOPE

This policy applies to all permanent full-time and permanent part-time employees.

Deleted: eligible

III. PROCEDURES

A. Holidays

1. The general government shall observe the following paid holidays, as well as any other days designated as holidays by the Board of Supervisors, the Governor of the Commonwealth of Virginia or by the President of the United States.

New Year's Day	January 1
Generals Robert E. Lee and Thomas "Stonewall" Jackson Day	Friday preceding the 3 rd Monday in January
Martin Luther King, Jr. Day	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November

Deleted:

Thanksgiving Friday

The Friday after
Thanksgiving

Winter Break

December 25

2. Full-time permanent general government employees shall be granted two (2) floating holidays (15 hours for 37.5 hour/week employees; 16 hours for 40 hour/week employees; 16.8 hours for 42 hour/week employees) per fiscal year in addition to the above holiday schedule. The two floating holidays are pro-rated for part-time permanent employees.

Deleted: eligible

- a. New full-time permanent employees who begin work with the general government between the months of July – December shall receive two floating holidays as referenced in section A.2. above.
- b. New part-time permanent employees who begin work with the general government between the months of July – December shall receive floating holiday time based on the following pro-rated hourly schedule:

Deleted: eligible

Part-time Work Week	Routine Work Week	Floating Hours Given as of 7/1
30	37.5	12
22.5	37.5	9

Formatted: Font: Times New Roman

Deleted: Regular

Deleted: Normal

Formatted: Font: Times New Roman

~~Part-time permanent employees working schedules not reflected above shall receive pro-rated holidays based on the same formula represented above.~~

Deleted: Eligible

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman

Formatted: Bullets and Numbering

- c. New full-time permanent employees who begin work with the general government between the months of January – June shall receive one floating holiday (7.5 hours for 37.5 hour/week employees; 8 hours for 40 hour/week employees; 8.4 hours for 42 hour/week employees).

- d. New part-time permanent employees who begin work with the general government between the months of January – June shall receive one floating holiday based on the following pro-rated hourly schedule:

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 3 + Alignment: Left + Aligned at: 126 pt + Tab after: 144 pt + Indent at: 144 pt

Deleted: eligible

--	--	--

Formatted: Font: Times New Roman

Formatted Table

Deleted:

Part-time Work Week	Routine Work Week	Floating Hours Given as of 1/1
30	37.5	6
22.5	37.5	4.5

Deleted: Regular

Deleted: Normal

Part-time permanent employees working schedules not reflected above shall receive pro-rated holidays based on the same formula represented above.

Deleted: Eligible p

Formatted: Indent: Left: 144 pt

Formatted: Font: Times New Roman

Formatted: Font: Times New Roman

Deleted: Floating

3. Use of floating holidays shall be coordinated through Department Heads/Constitutional Officers to insure that offices are adequately staffed and service to the public is not disrupted.

4. Floating holidays shall be used during the calendar year in which they are granted.

B. Holidays Falling On A Weekend Day

1. When a holiday falls on a Saturday, it shall be observed on the preceding Friday.
2. When a holiday falls on a Sunday, it shall be observed on the following Monday.

C. Holidays Falling On Mandatory Employee Work Days

1. Eligible employees who are required to work on a designated general government holiday shall earn an additional floating holiday.
2. Additional floating holidays shall be used during the fiscal year in which they are earned or within four (4) months after being earned, whichever is greater.

3. Use of additional floating holidays shall be coordinated through Department Heads/Constitutional Officers to insure that offices are adequately staffed and service to the public is not disrupted.

Deleted: Additional

4. Employees who are scheduled to work on a holiday but are absent shall have the time deducted from their annual or sick leave balances or charged to leave without pay or other applicable leave.

Deleted:

D. Holiday Falling On Scheduled Full-time Permanent Employee Days Off

1. Whenever a designated holiday falls on a full-time permanent employee's scheduled day off, the employee shall be granted an additional floating holiday.
2. Additional floating holidays shall be used during the fiscal year in which they are earned or within four (4) months after being earned, whichever is greater.
3. Use of additional floating holidays shall be coordinated through Department Heads/Constitutional Officers to insure that offices are adequately staffed and service to the public is not disrupted.

Formatted: Bullets and Numbering

Deleted: an

Deleted: a compensatory day

Deleted: .

Deleted: (Applies to full-time employees only.)

Formatted: Indent: Left: 54 pt

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 72 pt + Tab after: 90 pt + Indent at: 90 pt, Tabs: Not at 108 pt

Formatted: Bullets and Numbering

E. Holidays During Paid Leave

A holiday falling within a period of paid leave shall not be counted as a work day in computing leave charged to any employee.

F. Holiday During Unpaid Leave

When a holiday falls within a period of leave without pay or the day immediately preceding or following such leave, the employee shall receive no pay for the holiday.

G. Holidays for Part - Time Permanent Employees

1. Part-time permanent employees who work a minimum of 20 hours per week and are regularly scheduled for work on a holiday shall be compensated for the holiday at the normal length of their work day.
2. Part-time permanent employees who are not regularly scheduled to work on a holiday will not be compensated for the holiday.
3. Part-time permanent employees who work less than 20 hours per week, who have completed ten (10) years of service, and who are regularly scheduled for work on a holiday shall be compensated for the holiday at the normal length of their work day.

Formatted: Indent: Left: 108 pt

Deleted: , have been employed for at least one (1) year, and

Deleted: who

Deleted: (including those employees

Deleted:)

H. Holidays for Part - Time Temporary Employees

Part-time temporary employees are not eligible for holiday pay.

I. Appointment or Separation on Holiday

The appointment or separation of an employee shall not be effected on a holiday, except when the employee works that day.